



South Carolina Department of Health  
and Environmental Control

## Office of Solid Waste Reduction and Recycling

### Used Oil Grant FY2012 Request for Proposals

Used Oil Grant Funds are intended for the establishment, expansion and continued operation of used motor oil collection programs for do-it-yourself oil changers. This is to include programs related to the collection of used motor oil, oil filters, oil bottles and oil/gas mixtures. More specific information is included in the grant guidelines.

Used Oil Grant Funds are made available to any county, any municipal government that provides solid waste services, or to any solid waste region in the State of South Carolina. Regional applications may be submitted by any group of counties or local governments that have submitted a regional solid waste management plan to DHEC.

Professional Development may be requested up to \$1,000 for the recycling coordinator, other solid waste/recycling employees or other local government officials to attend waste reduction/recycling seminars or conferences related to used oil recycling.

Requests for public information/education projects are allowable up to the limits indicated on the enclosed table. Education limits are based on population.

#### SUBMITTAL INSTRUCTIONS:

- Proposals should be submitted electronically. If electronic submittal presents a problem, please contact this office for other available options.
- Proposals must be received by the Office no later than **5:00 p.m. Friday, April 1, 2011.**
- Proposals should be submitted in a Word format.
- Proposals received after the deadline will not be considered.
- Incomplete proposals will not be considered. All questions on page 2 must be thoroughly answered.
- Fax copies will not be considered.

Electronic submittals **should be e-mailed to** [swgrants@dhec.sc.gov](mailto:swgrants@dhec.sc.gov)

NOTE: If e-mail presents a problem, please contact this office for other available options.

**CONTACT:** Sharon Thompson at 803-896-4227 or Jana White at 803-896-4221.

***Note: This solicitation does not commit the state to award a grant, to pay any cost incurred in the preparation of the proposal, or to procure or contract for articles of goods or services. The state reserves the right to accept or reject any or all proposals received as a result of this request, or to cancel in part or in its entirety this proposal if it is in the best interest of the state to do so.***

## SC DHEC Office of Solid Waste Reduction and Recycling FY2012 Used Oil Grant

### Used Oil Grant Proposal Instructions

Project proposal must be received by **5:00 p.m. Friday, April 1, 2011.**

Late or incomplete proposals will not be considered.

Responses must be **numbered** and addressed in numerical order.

Include total request and a Detailed Budget

**AT A MINIMUM**, responses must contain the following information:

1.	Applicant name and all contact information (address, telephone, fax, e-mail) for Project Manager, Finance Director, and Authorized Representative (County Manager/Administrator.)
2.	List the public education/outreach activities performed last year. Example: Newspaper Ads, Brochures, Radio Ads, TV Ads, Events/Festivals, Presentations, Promotional Items, Other (Please describe.)
3.	Attach a list and/or map of all sites at which used oil, farmer oil, gas/oil mixtures, oil filters, and oil bottles are collected. Include any proposed sites being developed.
4.	<p>If requesting funding for Equipment and Supplies: (Examples: boxes, bags, cement pads, used oil collection tank, gas/oil mixture collection tank, farmer oil collection tank, oil bottle containers, oil filter containers, carport covers, oil drain pans, signs, and waste oil heaters.)</p> <p>a. Provide a complete description of items requested.</p> <p>b. Specify amount requested for each piece of equipment/supplies.</p> <p>c. Identify location where equipment is to be placed.</p> <p>d. Attach descriptive literature, brochures, photos, etc.</p>
5.	<p>If requesting Contract Services: (used oil filter collection)</p> <p>a. Include a complete description of the service. Identify the location(s) to be serviced and the # units/ pick-ups.</p> <p>b. Specify amount requested for contract services.</p> <p>c. If not using the State Contract, please explain your plans.</p>
6.	<p>Specify the amount requested for Public Education funding, not to exceed maximum allowable:</p> <ul style="list-style-type: none"> <li>• Population less than 50,000: Maximum award \$3,000</li> <li>• Population 50,000 to 100,000: Maximum award \$4,000</li> <li>• Population more than 100,000: Maximum award \$5,000</li> </ul> <p>Reminder: All educational activities must be pre-approved prior to purchase or development.</p>
7.	<p>If requesting Site Preparation funding: (Examples include clearing, fencing or paving for oil collection sites or up to one-third of non-oil related site prep costs.)</p> <p>a. Include a description of proposed work, including who will perform the work.</p> <p>b. Specify amount requested for site preparation.</p> <p>c. Identify the location of the proposed site, including a map and address for all sites.</p> <p>d. Describe the property ownership (leased, owned, in negotiation, etc.)</p>
8.	<p>Specify amount requested for Professional Development, not to exceed \$1,000.00.</p> <p>Reminder: All Professional Development must be pre-approved prior to travel.</p>
9.	<p>If requesting Other Direct Costs:</p> <p>a. Specify the amount being requested.</p> <p>b. Provide a detailed explanation of the item(s) or service(s) being requested. Requests lacking a clear detailed description will not be funded.</p> <p>c. Provide a detailed explanation of how the item or service will enhance your used oil collection program.</p> <p>c. Include any appropriate literature, brochures or photos.</p>
10.	Include a detailed budget with total amount requested.

**Grant Guidelines**  
**FY2012 Used Oil Grant Program**

1. The Office must receive one electronic copy by 5:00 p.m. on Friday April 1, 2011. Proposals received after the deadline will not be considered. Incomplete proposals will not be considered. Faxed proposals will not be considered.
2. Grants shall not be provided to any local government or region that does not demonstrate a good faith effort to meet the requirements of the Solid Waste Policy and Management Act of 1991.
3. Local governments must have submitted the appropriate reports under the guidelines of the Solid Waste Policy and Management Act of 1991 to participate in the program, to include a complete Solid Waste Management Plan, an annual solid waste management progress report and full cost disclosure documentation as required.
4. Grants are made available to:
  - a. Any county in the State of South Carolina.
  - b. Any local government in South Carolina that provides solid waste services.
  - c. Regional applications may be submitted by any group of counties or local governments that have submitted to DHEC a regional solid waste management plan.
  - d. Informal regions may apply but must submit a Memorandum of Agreement that designates one eligible local government to administer the funds.
5. Used Oil Grant Funds are intended for the establishment, expansion and continued operation of used motor oil collection programs for do-it-yourself oil changers. This is to include programs related to the collection of used motor oil, oil filters, oil bottles and oil/gas mixtures. Funds may be requested for the following activities:
  - a. equipment used for the establishment, expansion and continued operation of collection programs, including drop-off and curbside programs, (when requesting equipment to be used for commodities in addition to used oil and related materials, a proportional share of the cost may be requested from oil funds);
  - b. maintenance supplies for the continued operation of collection facilities;
  - c. facility construction for the establishment and continued operation of collection facilities;
  - d. contractor costs for the collection, transportation, processing and/or recycling of oil filters;
  - e. up to \$750 for professional development (travel) for the recycling coordinator, other solid waste/recycling employees or other local government officials to attend waste reduction/recycling seminars or conferences related to used oil recycling; and
  - f. public information/education projects up to the limits described on the enclosed table.
6. Applications are reviewed by a grant panel consisting of DHEC staff, Solid Waste Advisory Council (SWAC) members and other advisors. Panel recommendations will be formulated based upon the grant guidelines and presented to the SWAC for approval.
7. All grants awarded will have an ending date of June 30, 2012.
8. Aggrieved parties may apply within 30 days of the decision to the SWAC for a review of that decision. Within 45 days of the original grant decision, the Office of Solid Waste Reduction and Recycling (Office) will inform the aggrieved party of the hearing date, place and time. Within 60 days of the original grant decision, the SWAC shall render a final decision.
9. The Used Oil Grant Program is a competitive grant program and award amounts will be based on need. The amount awarded for the educational component will be limited by population.

10. The applicant must be able to provide documentation of ownership or present a signed lease agreement for any land that may be used in conjunction with the project proposed.
11. Grants will not be provided for projects not consistent with the state or local county Solid Waste Management Plan.
12. The grantees shall not provide any DHEC grant funds to private sector recycling programs unless specifically contracting for goods or services.
13. Activities undertaken to fulfill the requirements of the grant must be performed in compliance with all federal, state and local regulations.
14. Grantees that own or operate used oil collection centers must ensure that their used oil is transported only by transporters who have obtained a department identification number and a registration from the department.
15. The grantee will be responsible for ensuring that used oil transported from the used oil collection centers is recycled at an approved facility. The grantee is also responsible for ensuring that used oil filters and/or oil bottles collected under this grant are recycled.
16. Grantees that own or operate used oil collection centers must comply with the generator standards in Subpart C of regulation R. 61-107.279.
17. Containers and tanks used to store used oil at collection centers must be equipped with a secondary containment system capable of retaining the volumetric contents of the largest tank or container.

The primary containment system used to store used oil and/or oil/gas mixtures at collection centers must be constructed of metal.

The secondary containment system must consist of, at a minimum: (a) dikes, berms, retaining walls or similar structures and (b) a floor. The floor must cover the entire area within the dikes, berms or retaining walls. On some tanks, the secondary containment may be a feature of the tank.

The entire containment system, including walls and floor, must be sufficiently impervious to used oil to prevent any used oil released into the containment system from migrating out of the system to the soil, groundwater, or surface water.

18. Oil collection tanks, containment systems, oil bottle collection containers, oil bottle drain racks and oil filter collection containers are to be placed on a concrete pad under a cover of a size sufficient to prevent rainwater from collecting in the containment basin and to prevent any used oil from migrating into the environment.
19. All new and existing used oil collection sites must be registered with the Department. No reimbursements will be made to the grantee until all sites owned or operated by the grantee have been registered.
20. Grantees that own or operate used oil collection facilities must notify the Department in writing if they intend to cease the collection of used oil, oil/gas mixtures, oil filters or used oil bottles.
21. No person shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination in relation to activities carried out under this grant program on the grounds of race, age, health status, handicap, color, sex, religion, or national origin.